



# City of Woodstock Application for Certificate of Appropriateness

Address of property \_\_\_\_\_ Date filed \_\_\_\_\_

## APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Relationship to Property Owner \_\_\_\_\_  
(ie. owner, lessee, architect, contractor, attorney)

## OWNER INFORMATION (If different than applicant)

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PROPERTY INFORMATION

Year Built: \_\_\_\_\_

Original Name of Structure: \_\_\_\_\_

Original Use of Structure: \_\_\_\_\_

Common Name or Current Business: \_\_\_\_\_

Current Use(s): \_\_\_\_\_

## TYPE OF WORK Check all that apply.

### EXTERIOR ALTERATIONS

- |   |                                  |                                     |                                   |                                   |
|---|----------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Storefront Remodel | <input type="checkbox"/> Windows | <input type="checkbox"/> Doors      | <input type="checkbox"/> Siding   | <input type="checkbox"/> Roof     |
| <input type="checkbox"/> Porch/Railings     | <input type="checkbox"/> Awning  | <input type="checkbox"/> Fence/Gate | <input type="checkbox"/> Lighting | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Stairs             | <input type="checkbox"/> Gutters | <input type="checkbox"/> Landscape  | <input type="checkbox"/> Masonry  |                                   |
| <input type="checkbox"/> Other _____        |                                  |                                     |                                   |                                   |

### NEW CONSTRUCTION/DEMOLITION/RELOCATION:

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> New Structure                    | <input type="checkbox"/> Addition to Existing Structure | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Relocation of Existing Structure |   |                                     |

## **SCOPE OF WORK:**

**DESCRIPTION OF WORK:** Please describe in detail the work to be done. The description should include information about the current state of the property, historic features, materials, methods, design, measurement, project phasing, reason for work and expected completion date. Demolition requests must include the proposed reuse of the site. Relocation requests must include information about the new site. Additional pages may be attached.

**COST OF WORK:** The Historic Preservation Commission strongly recommends that applicants obtain a detailed cost estimate or estimates before you proceed with your project. Have you obtained a cost estimate for the work items and products described above?\_\_\_\_\_

☐ Photographs of the existing structure and site (digital, black and white, or color prints are acceptable.)

☐ Sketches and/or architectural/designer plans and elevation drawings

☐ Manufacturer's photographs, illustrations, cutsheets and/or specifications (including warranty information, if applicable.)

**If material changes are proposed, also include:**

□ Samples of new materials

☐ Manufacturer's photographs, illustrations and/or specifications (including warranty information, if applicable).

☐ Photographs and description of new site

**Applicant Signature** \_\_\_\_\_

**FOR INTERNAL USE**

**Date received** \_\_\_\_\_ **Received for Completeness by:** \_\_\_\_\_

Type of Review: ☐ Category I Administrative ☐ Category II HPC

COA Meeting Date

**Applicant has received:** ☐ Design Guidelines ☐ Window or Door Policy ☐ Awning Policy

**Applicant has been advised of :**    ☐ 20% Federal Tax Credit  
   ☐ Illinois Property Tax Assessment Freeze Program